



Sheriff Captain

Department: Sheriff

Class Code: 2625

EEO Code: 24

FLSA: E

Effective: 01/10/2000

GENERAL STATEMENT OF DUTIES:

Under general direction; performs work of considerable difficulty in managing, supervising and coordinating the programs and activities within a department division; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Plans, organizes, and directs the programs and activities of a division of the Sheriff's Department including courtroom security, civil process, administrative services, security and treatment; directs unit supervisors, evaluating the progress and performance of their section; supervises the study and development of new procedures and methods; reviews recommendations, directing their implementation as approved; informs subordinates of changes in regulations and policies, implications of new or amended laws, and new techniques in field; provides technical advice and counsel to subordinate personnel; reviews staffing allocations and requirements and ensures sufficient coverage; supervises and participates in special projects; develops and maintains necessary coordination with other divisions of the department and with other agencies and correctional facilities; serves on policy forming and interagency committees; supervises the general training and development of division personnel; reviews inmate disciplinary appeals and grievances; supervises the preparation of division records and reports; assists in preparation and management of division budget; enforces state law and County ordinances; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of principles, practices and methods of modern management and administration; of applicable federal, state, and local laws and ordinances; considerable knowledge of other governmental jurisdictions and authorities as they relate to the Sheriff's Department.

Comprehensive skill in directing a major department function, in coordinating the activities of that division, and in developing the necessary interfacing with other divisions and agencies; in developing and maintaining effective working relationships with subordinates, other department and government officials, and the public; in communicating effectively, orally and in writing.

Must successfully complete any written, physical, mental, drug screening tests established by policy; must successfully complete all mandated training within established time frames; must be physically capable of effecting arrests, subduing violent inmates, and

MINIMUM EDUCATION AND EXPERIENCE:

High school graduate or completion of GED; some college course work in criminal justice or related field; four years of experience in a Sheriff's Department including two years of supervisory experience or an equivalent combination of training and experience preferred. Must possess valid Virginia motor vehicle operator's license.

ADDITIONAL REQUIREMENTS:

None.

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| <p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p> |
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